



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/28/17	<u>Interviewer:</u> L.K. Langley	RFA #17 – 11
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> WWU and [REDACTED] [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student X
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
X Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/28/17	[REDACTED] email to Sue Guenter-Schlesinger	[REDACTED] just found out she is pregnant and is asked for guidance re: what to do now as a [REDACTED] major.
3/1/17	SGS email to [REDACTED]	Langley will provide information to [REDACTED]. Please call Langley or provide a number where they can call you.
3/1/17	[REDACTED] email to Langley	Wondering what to do now [REDACTED] met with her advisor this morning, who suggested taking a year off. [REDACTED] is wondering about how to avoid losing student status and whether it's possible to be part time.
3/2/17	Langley email to [REDACTED]	Langley has a call in to Registrar and will be back in touch w/ [REDACTED] after speaking with him. Attaching information about rights as a pregnant and parenting student under Title IX.
3/6/17	Langley and David phone call	David can be helpful in looking at whether [REDACTED] can do some classes in step program part time without re-entering in Fall quarter. Some courses in [REDACTED] are purposely sequential and others are not. The Dept. Chair will be the authority about what's possible.

		<p>David or EO can have a conversation with the chair about what would be possible. David is also happy to talk with [REDACTED] and would be her DRS point of contact if she wanted to request an accommodation down the road due to temporary disability.</p> <p>If student takes a leave from the university, they need to complete a Returning Student Application and submit to Admissions. Will be re-admitted if left in good standing. Also could need to re-start FAFSA.</p>
3/8/17	Langley email to [REDACTED]	Is there a time that would work for a short meeting? Emails re: scheduling time to meet.
3/9/17	[REDACTED] and Langley meeting	<p>[REDACTED] met with her advisor [REDACTED], who suggested that she take a year off. She was also told by a staff person in the department that in the past a student tried bringing a baby to class and it did not work.</p> <p>Langley asked [REDACTED] what she would like to do [REDACTED] is considering taking Fall and Winter quarters off and returning in Spring to take classes towards her Psychology minor. She does not believe she can take [REDACTED] classes in Spring. Langley suggested that if [REDACTED] would like to take [REDACTED] classes in Spring, EO or David Brunnemer can help her explore this with the department [REDACTED] is concerned that if she pushes the department to accommodate her, this will negatively impact her chances of attending graduate school in the department. Langley explained [REDACTED] right to be free from retaliation for exploring her options, and reiterated that EO or David can help her communicate with the department if she would like this.</p> <p>[REDACTED] has questions re: whether she would need to reapply if she takes time off, and re: how long her credits are good for. Langley will send an email connecting [REDACTED] and David and posing these questions to David.</p> <p>[REDACTED] asked if the university has any statistics about students who complete college after becoming pregnant. Langley is not aware of any such statistics but will look into it and let [REDACTED] know if they find something.</p> <p>Langley also mentioned that [REDACTED] might consider getting on the CDC waiting list since they are contemplating graduate school at Western.</p>
3/9/17	Langley email to David Brunnemer and [REDACTED]	Connecting them re: two questions [REDACTED] has and so [REDACTED] has David's contact info for future reference. In file.
3/17/17	Langley meeting with [REDACTED]	Shared student scenario with [REDACTED] without sharing student's identity. [REDACTED] is very transparent with students about being a lockstep program. [REDACTED] can help student plan for returning to Western in the way that works best for her.
3/17/17	Langley email to David to f/u on [REDACTED] questions	
3/17/17	David email to [REDACTED]	Answering questions. In file.
3/20/17	Langley email to [REDACTED]	Sharing [REDACTED] contact information with [REDACTED]. Please contact EOO if we can be helpful to [REDACTED] in working with her department. In file.
3/23/17	[REDACTED] email to Langley and David	What to do when misses class due to an OB appointment; doesn't want to be penalized for missing class. In file.
3/23/17	David email responding to [REDACTED] email	Recommending how to have conversation with professors. If professor is resistant, bring to David and Langley's attention ASAP; always welcomed to talk with David more about any of this. In file.

4/4/17	Call from [REDACTED] to EOO	[REDACTED] had called DRS seeking an accommodation. [REDACTED] was not sure how to proceed since no documented disability. [REDACTED] mentioned having spoken with EOO so [REDACTED] called this office. Langley told [REDACTED] that David is the DRS point of contact for [REDACTED]; David should be contacted to help her if she contacts DRS again.
4/4/17	Langley called David's office	Spoke with Kathie; David in meeting; Langley will call back in morning.
4/5/17	Langley called David's office	Left voicemail with Kathie, please have David call Langley.
4/5/17	David called and l/m for Langley	
4/5/17	Langley t/c with David	David will reach out to [REDACTED] about the questions she posed to DRS yesterday. He will let Langley know if there may be need for EOO to reach out to the department.
4/25/17	Email from [REDACTED] to Langley	
4/26/17	Langley called and l/m for David	Please call today re: question from [REDACTED] re: note takers.
4/26/17	Langley email to David	Please call today
4/26/17	Langley email to [REDACTED]	Langley getting in touch with David and will be back in touch with [REDACTED] after connecting with him.
4/26/17	[REDACTED] email to Langley	Spoke with David this morning.
4/26/17	David t/c to Langley	[REDACTED] called and spoke with David this morning. There are DRS students with note takers in the classes [REDACTED] will miss next week. David will be speaking with Brenda before close of business today or in the morning re: Brenda facilitating getting [REDACTED] copies of those notes on days she is absent. Brenda will need to notify the note takers. Langley will respond to [REDACTED] letting her know she can expect to hear from Brenda about this. Langley will also call Brenda tomorrow to follow up.
4/26/17	Langley email to [REDACTED] cc: David	
4/27/17	David email to [REDACTED] and Brenda Kotewa	Connecting [REDACTED] and Brenda so that [REDACTED] can be connected with note takers in her classes.
4/27/17	Langley l/m for Brenda	Calling to follow up on email David sent this morning. Please call.
4/28/17	Brenda l/m for Langley returning call	
4/28/17	Langley t/c to Brenda	Yesterday, Brenda connected [REDACTED] with the note taker.